

**NNSA RECRUITMENT AND RELOCATION BONUSES
AND RETENTION ALLOWANCES PROGRAM**

ATTACHMENT 8

**Retention Allowance Checklist-
Termination/Withdrawal**

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1. Name of employee: _____
2. Position title: _____
3. Pay Plan/Series/Grade/Payband/Step/Salary: _____
4. Does the written determination to terminate or withdraw the retention allowance in its entirety address one or more of the following conditions?
 - a. Termination/withdrawal is necessary to ensure that the aggregate compensation the employee receives does not exceed the rate payable for Level 1 of the Executive Schedule at the end of the calendar year. Yes No
 - b. A retention allowance is no longer necessary to retain the employee. Yes No
 - c. Labor-market factors have made it sufficiently likely (or reasonably likely) to recruit a candidate with qualifications similar to those possessed by the employee. Yes No
 - d. NNSA's need for the employee's services been reduced to a level that makes it unnecessary to continue payment of a retention allowance. Yes No
 - e. Budgetary considerations have made it sufficiently difficult to continue payment of a retention allowance. Yes No
 - f. Other. (If Yes, provide explanation). Yes No

Human Resources Consultant

Signature

Date